Instructions for GHSP Online Reporting During Campaigns

- **Log In:** In order to report numbers online, each agency needs a User Name and Password. If you do not have this information, please call the GHSP Public Information Office at (919) 733-3083. Your reporter will then go to our website (www.ncdot.gov/programs/GHSP). From there you must click on Points System and follow the instructions on the web page.

- **User Name & Password:** Your User name is not case-sensitive, however, your **Password is case-sensitive, and you must enter it correctly**.

- **Select a Campaign and a Week Number:** From the drop-down menus at the top, select current Campaign and then week of reporting. Please check to make sure correct campaign and week are in blocks before proceeding. If a week is not available, the deadline for reporting has passed. This will be indicated as follows:
    - <u>Green</u> means that your agency has reported for that week. You may edit this report as many times as necessary until 5:00 p.m. on the day of reporting.
    - <u>Yellow</u> means that your agency has not reported, but the campaign week has not yet passed, so your agency can still report for this week.
    - <u>Red</u> means that your agency has not reported and the campaign week has passed, so you will not be able to report for this week.

- **Contact Information:** Enter your agency's contact information, the name (first and last) of the person reporting and their telephone number. This information will only be used if we notice reporting abnormalities.

- **Report Numbers:** Report numbers will be automatically totaled.

- **Errors:** If you make a mistake, click the CANCEL REPORT button at the bottom of the screen. You will need to re-enter numbers for your agency.

- **If You are a <u>County Coordinator</u>:**

    - **To view numbers reported from agencies with your county**, click the SEARCH link on the left of the page.
    - **Select** from the Campaign, Week and Agency drop-down menus based on the information you wish to see. If you want to see all reports, select all counties & all agencies and click search.
    - **To report numbers for your agency or an agency in your county**, go back to the main reporting page. Select the campaign, week and agency for which you want to report numbers from the drop-down menus.
    - If you notice that an agency in your county is missing from the reporting list, please call that agency and inquire about their numbers.

- **Submit Report: Click the SUBMIT REPORT TO GHSP button** at the bottom of the screen when you complete the form.
- **Print Confirmation Page:** Print the final confirmation page for your agency's documentation. **This is important** to help you keep track of your agency's submissions. We would also need a copy to prove entry of the report, if there was a submission problem.